

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **LEAD CUSTODIAN**

#### **BASIC FUNCTION**

Under the direction of the Custodial Supervisor, perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

#### **REPRESENTATIVE DUTIES**

1. Perform a variety of custodial activities, sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. ***E***
2. Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor; mop spills and remove gum and debris. ***E***
3. Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; dust and polish furniture and woodwork. ***E***
4. Wash windows and walls; clean chalkboards and erasers and empty pencil sharpeners. ***E***
5. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system on and off. ***E***
6. Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; empty and clean trash and garbage cans; replace liners. ***E***
7. Operate cleaning equipment such as vacuums, buffer, carpet cleaner and sweeper and utilize mops, brooms and other related equipment. ***E***
8. Set up lecture hall for classes and events as required; move furniture and set up chairs, tables, bleachers and other facilities for special events and activities. ***E***
9. Implement cleaning schedules, routines and workloads, as directed by custodial supervisor. ***E***
10. Request and prepare work orders as needed. ***E***
11. Request and prepare inventory and material orders. ***E***
12. Prepare and maintain records, logs and other documents as requested by supervisor. ***E***
13. Perform inspections as requested by supervisor; prepare and submit documentation of inspections. ***E***
14. Train others in the proper methods of safety, cleaning routines, equipment operation, material handling, and disposal, as directed by supervisor. ***E***
15. Assist with security during special events and activities. ***E***
16. Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

Knowledge and ability to use approved methods, materials, procedures and equipment in custodial work. Ability to plan, direct and lead the work of others; use safe work practices; work cooperatively and effectively with staff and supervisor; have effective verbal and written communication skills. Prepare and maintain written records and logs; order, distribute and track use of supplies and equipment; prepare accurate and complete reports; support supervisor in other efforts as requested. Ability to move heavy furniture and equipment; climb ladders to replace lights; walk or stand for extended periods; bend at the waist, kneel or crouch; reach overhead, above the shoulders horizontally.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three (3) years of experience performing custodian duties.

**WORKING CONDITIONS**

**Environment:** Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Evening or variable hours.

**Hazards:** Contact with cleaning agents and chemicals.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

Approved 8/2005  
Range 10